

**ECONOMIC DEVELOPMENT PROJECT COORDINATOR**  
**Community Development Department, Economic Development Division**

**SALARY RANGE: \$4,300 - \$5,762 per month**

**CLOSING DATE: January 6, 2016**

**ABOUT THE JOB:**

Develop, implement and administer essential research and analysis projects and programs in support of the economic development, planning and community development functions of the City.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Provide research and analytical duties in support of the City's economic and community development programs;
- Selects, reviews and analyzes economic, real estate, labor market and demographic data and prepares reports of findings;
- Track, update, and respond to demographic, economic, and industry specific inquiries;
- Undertake independent research projects to inform stakeholders and highlight key trends impacting the City;
- Assist in the preparation of staff reports for various groups, committees, commissions, and boards;
- Conduct site location assistance for business locators;
- Helps maintain the Economic Development Division's web page on the City's website;
- Prepare marketing materials and provides data and articles for newsletters;
- Manage data collection efforts and organizes information in databases and spreadsheets;
- Act as liaison between the City and community;
- Support and respect diversity in the workplace.

**TO QUALIFY:**

Requires a Bachelor's degree in urban planning, business, public administration, public policy, economics, political science, or a related field and three years of experience in managing economic development projects, urban planning projects, federal programs, public/non-profit projects, or an equivalent combination of education and experience. A Master's degree in a related field is preferred.

Requires knowledge of economic development policies and procedures as well as sources and uses of economic, labor force, demographic and industry data. Requires familiarity with Geographic Information Systems (GIS), specifically within the context of economic development and/or planning. Requires skills in using Microsoft Office applications, databases, graphic design tools (In-Design, Illustrator, etc.), CRM, conceptual analysis, data analysis skills including first and secondary sources, and research. Strong written communication skills are required. Ability to make presentations and represent the City of Beaverton in public meetings.

**HOW TO APPLY:**

Applications may be completed on our website at [www.BeavertonOregon.gov](http://www.BeavertonOregon.gov) or by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, P.O. Box 4755, Beaverton, OR 97076.

**VETERANS' PREFERENCE:**

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veteran's Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application.